

PMIS SECURITY REQUEST FORM

Directions:

1. On the REVERSE SIDE of this page place an “X” beside each subsystem and each function within that subsystem to which this employee should have access. If this employee should have access to all function within that subsystem. only check off “**ALL OF THE ABOVE**” within that subsystem.
2. If an employee should have **LEVEL II** security access, place and “X” in **LEVEL II BOX** (Remember, Level II is the highest level of security and should only be used for Management, Personnel Directors and their Assistants).
3. Security Officers must sign, date and enter phone # on this form. Only Security Officers signatures will be accepted. (No Photocopy of signature will be accepted).

FULL NAME

AGENCY #

SSN#

PMIS USER ID

UAID

LEVEL II ☐

Please check off the type of Security Request needed:

☐ **NEW ID**

☐ **DELETION OF ID**

☐ **ADDITIONAL AGENCY ACCESS**

(Enter Additional Agency numbers on Agency line above)

☐ **DELETION OF AGENCY ACCESS**

(Enter Agencies to be deleted on Agency line above)

☐ **ADDITIONS OF FUNCTIONS**

☐ **DELETIONS OF FUNCTIONS**

☐ **ADDITIONS OF SUBSYSTEMS**

☐ **DELETIONS OF SUBSYSTEMS**

Signature of Security Officer	Date ____/____/____	Telephone #
CTR Use	Date ____/____/____	

_04 AGENCY POSITION SUBSYSTEM

_01 VIEW POSITION TITLE
_02 VIEW POSITION
_03 VIEW POSITION HISTORY
_04 VIEW CONDENSED HISTORY
_05 ADD OR MODIFY POSITION DATA
_06 MODIFY POSITION RESERVATION
_07 MODIFY FORM IR
_08 CREATE POSITION RESERVATION
_09 CREATE OR INACTIVATE
PART - TIME POSITION

_10 CREATE FORM IR
_11 SET, MODIFY OR RELEASE
DEPARTMENT POSITION FLAG
_12 EEO AA ACTION REPORT
_13 CIVIL SERVICE FORM LETTER
_14 REJECTION FORM LETTER
_15 DEACTIVATE POSITION RESERVATION
_16 TRANSFER POSITION
_17 ESTABLISH THE POOL OF POSITION
_18 DETAILED POSITION ROSTER
_19 VIEW DPA CERTIFICATION NEWS
ALL OF THE ABOVE

_05 EMPLOYEE SUBSYSTEM

_01 APPOINT EMPLOYEE
_02 PROMOTE . DEMOTE OR TRANSFER
_03 ONE - DAY ACTIONS
_04 TERMINATION
_05 LEAVE OF ABSENCE
_06 VIEW EMPLOYEE PERSONAL DATA
_07 VIEW EMPLOYEE DEDUCTIONS - PAGE 1
_08 VIEW EMPLOYEE DEDUCTIONS - PAGE 2
_09 VIEW EMPLOYEE LEAVE BALANCES & DATES
_10 MODIFY EMPLOYEE PERSONAL DATA
_11 MODIFY EMPLOYEE DEDUCTION - PAGE 1

_12 MODIFY EMPLOYEE DEDUCTION - PAGE 2
_13 MODIFY EMPLOYEE LEAVE BALANCE & DATES
_14 SALARY MODIFICATION
_15 EMPLOYEE DATA MODIFICATION
_16 VIEW EMPLOYEE HISTORY RECORD
_17 VIEW CONDENSED HISTORY RECORD
_18 CANCEL MODIFY OR INSERT HISTORY RECORDS
_19 CHANGE SOCIAL SECURITY NUMBER
_20 VIEW EMPLOYEE POSITION

_21 VIEW EMPLOYEE YTD AMOUNTS
_22 EMPLOYEE NAME SEARCH
_23 VIEW DIRECT DEPOSIT DATA
_24 MODIFY DIRECT DEPOSIT
_25 PERFORMANCE MANAGEMENT SYSTEM
_27 VIEW GIC COVERAGE
_ MODIFY GIC COVERAGE

_28 VIEW DEFAULT SCHEDULES
_30 OPTIONAL DEDUCTIONS
_ ALL OF THE ABOVE

_09 EXTENDED ILLNESS LEAVE BANK

_01 ADD MEMBER AND INITIAL DONATION
_02 TERMINATE/DELET/REINSTATE MEMBER
_03 ADD/MODIFY/DELETE DONATION
_04 ADD APPROVED WITHDRAWAL (DPA ONLY)
_05 RETURN WITHDRAWAL HOURS (DPA ONLY)
_06 VIEW MEMBER HISTORY
_07 VIEW DONATION HISTORY
_08 VIEW WITHDRAWAL HISTORY

_06 PAYROLL SUBSYSTEM

_01 ENTER WEEKLY ATTENDANCE EXCEPTIONS
_02 ENTER WEEKLY PAYROLL EXCEPTIONS
_03 ENTER SPECIAL PAYROLL DATA
_04 ENTER RECEIPT VOUCHERS ADJUSTMENTS
_05 ENTER PRIOR PERIOD ATTEND EXCEPTIONS
_11 VIEW ATTENDANCE EXCEPTION
_12 VIEW PAYROLL EXCEPTIONS
_13 VIEW SPECIAL PAYROLL DATA
_14 VIEW RECEIPT VOUCHER
_17 SICK LEAVE UTILIZATION REVIEW SYSTEM
_22 UPDATE HOLIDAY PAY BY AGENCY
_ ALL OF THE ABOVE

_07 FISCAL SUBSYSTEM

_01 VIEW ACCOUNT BALANCES
_02 VIEW ACCOUNT ESTIMATES
_03 VIEW PERSONNEL AUTHORIZATION AND PROJECTIONS
_04 MODIFY ACCOUNT BALANCES
_05 MODIFY ACCOUNT ESTIMATE
_08 VIEW AN ACCOUNT
_09 ACTIVATE OR DEACTIVATE AN ACCOUNT
_ ALL OF THE ABOVE

_10 CONTRACTOR SUBSYSTEM

_01 ADD CONTRACT DATA FOR CURRENT FISCAL YEAR
_02 MODIFY CONTRACT FOR CURRENT/NEXT FY
_03 LIST CONTRACTORS IN AGENCY
_04 EXCEPTION POSITIONING-CONTRACT FOR CURRENT/NEXT
FISCAL YEAR
_05 RECEIPT VOUCHER FUNCTION
_06 VIEW LISTING OF EMPLOYEE CONTRACTS
_07 VIEW PAYROLL HISTORY
_08 VIEW RECEIPT VOUCHER FUNCTION
_09 ADD CONTRACT DATA FOR NEXT FY
_ ALL OF THE ABOVE

_12 SAVINGS BOND SUBSYSTEM

_01 ADD/MODIFY SAVINGS BOND DEDUCTION DATA
_02 ADD/MODIFY SAVINGS BOND OWNER DATA
_03 MODIFY OWNER-PURCHASE SEQUENCE
_11 VIEW SAVINGS BOND DEDUCTION DATA
_12 VIEW SAVINGS BOND OWNER DATA
_13 REVIEW REFUND DATA
_ ALL OF THE ABOVE

_14 EPRS SUBSYSTEM

_01 VIEW EPRS REVIEW DATA
_02 ENTER/MODIFY EPRS REVIEW DATA
_03 CREATE ACTIVE EPRS RECORD
_04 INACTIVATE EPRS RECORD
_ ALL OF THE ABOVE

_15 FURLOUGH SUBSYSTEM